



FRANCHISE TAX BOARD CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	FRANCHISE TAX BOARD	RELEASE DATE:	Friday, January 15, 2010
POSITION TITLE:	CHIEF, ADMINISTRATIVE SERVICES DIVISION	FINAL FILING DATE:	Friday, January 29, 2010
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,594.00 - \$ 9,476.00 / Month	BULLETIN ID:	01132010_4

POSITION DESCRIPTION

Under the administrative direction of the Executive Officer, the incumbent is responsible for the overall policy development and management of the department's Administrative Services division. The position and its responsibilities have direct impact on the formulation of departmental policies, executive decisions, program effectiveness and the quality of services provided to all employees.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Communication & Interpersonal Skills: (1) Knowledge of interpersonal dynamics in the workplace, including workforce diversity, employee inclusion and engagement, and the need for open

communication and trust. (2) Ability to influence others toward a common goal, by building consensus and getting buy-in from others on plans and proposals, including enlisting third party support. Enterprise Perspective: (3) Skill to responsibly administer the programs(s) of the Department in a manner that reflects the mission and values of the organization and the fundamental principles of sound tax administration. (4) Ability to think in an enterprise manner and consider the overall impact to the Department when program planning, managing operations and making decisions. Coaching & Mentoring: (5) Ability to comply with the Department's human resources policies and state laws and regulations related to personnel management. Responsibility & Ethical Behavior: (6) Knowledge of the Department's Conflict of Interest Policy, Ethics, and other statutes and regulations governing the conduct of California's public administrators. (7) Knowledge of the Department's Equal Employment Opportunity Policy, Sexual Harassment Policy, Zero Tolerance for Workplace Violence Policy, and other guidelines on personal conduct. (8) Ability to model the Department's stated values and set high personal standards for ethical behavior. Project & Financial Management: (9) Skill to acquire the appropriate and necessary resources and manage those resources effectively to complete assigned workloads and achieve optimum outcomes. Problem Solving & Decision Making: (10) Ability to make critical and timely decisions in difficult or ambiguous situations, exercising sound judgment and reasoning before acting. (11) Ability to recognize underlying or potential issues and problems that are not readily apparent. Operational Planning: (12) Skill to develop challenging but achievable goals and performance measures that advance the organization's mission in a meaningful way. (13) Skill to identify, assess and manage risk while striving to attain objectives. Strategic Planning & Vision: (14) Skill to create and express the vision in a way that resonates with others and influence others to translate the vision into action. (15) Ability to notice trends and consequences of situations and position your organization to take advantage of new opportunities or mitigate potential negative outcomes. Leadership: (16) Knowledge of change management techniques and methods of organizational development through change. (17) Skill to manage, lead and implement change or continuous improvement and address the challenges inherent with organizational transitions.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CHIEF, ADMINISTRATIVE SERVICES DIVISION**, with the **FRANCHISE TAX BOARD**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

FILING INSTRUCTIONS

A standard State application (STD. 678) and Statement of Qualifications must be postmarked or personally delivered by the final filing date. Applications received via interoffice mail after the final filing date will NOT be accepted for any reason. Faxed or emailed applications will NOT be accepted.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

FRANCHISE TAX BOARD, EXAM UNIT / HUMAN RESOURCES
P.O. Box 550, Sacramento, CA 95812
Wendy Duke | (916) 845-5979 | wendy.duke@ftb.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The FRANCHISE TAX BOARD reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>